



Job Posting

About the CFPC

Representing more than 40,000 members across the country, the College of Family Physicians of Canada (CFPC) is the professional organization responsible for establishing standards for the training, certification and lifelong education of family physicians and for advocating on behalf of the specialty of family medicine, family physicians and their patients. The CFPC accredits postgraduate family medicine training in Canada's 17 medical schools.

Our Mission: Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

Our Vision: Leading family medicine. Improving lives.

Our Values: Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

We are recruiting for an Education Project Management Lead

Posting #:	2021-51
Department:	Education
Division:	Academic Family Medicine
Reports to:	Manager, Education
Classification:	Support Staff
Status:	Contract
Job Family:	Professional Knowledge Worker
*FTE:	1.0
Level:	5

Summary:

Working closely with the Education Manager, Director and Committee Chairs, the Academic Family Medicine (AFM) leadership team, and relevant CFPC departments and committees, the Education Project Management Lead provides support for operational and special projects and builds relationships with family medicine learners, teachers and program leaders. The Lead is also responsible for innovative planning, development and execution of projects and tasks as well as managing assigned committee activities and budgets in alignment with strategic priorities of the CFPC.

Responsibilities:

Essential Duties include:

Project Management and Development

- Drive project planning, development and execution while closely collaborating with pertinent committees and colleagues
- Build and advance relationships with family medicine education programs and their stakeholder groups by fostering collaboration opportunities for learners, teachers, and educational leaders
- Lead, liaise or participate on interdepartmental and intersectional college wide projects
- Develop knowledge translation plans and implement dissemination strategies
- Critically analyze and develop practical solutions both independently and collaboratively when faced with project challenges
- Lead development of major reports and communications related to relevant projects
- Manage and plan meetings and retreats, ranging in size from 10-400 participants, including scheduling, minute-taking, action follow-up, and liaising with vendors as needed
- Manage the peer review processes of Education conference abstracts, awards, and grants
- Lead project evaluation and report production
- Inform and manage current budget and projections

Innovation

- Develop creative engagement strategies and projects that add value for stakeholders
- Adapt to rapidly evolving situations, emergent projects, and deliverables to facilitate impact
- Promote and implement changes through process improvement with a team-based mentorship approach
- Leverage diverse new technologies to reimagine existing and future education projects to enhance deliverables
- Re-envision, plan, market and lead streams related to learners and teachers at Family Medicine Forum
- Lead continuous quality improvement of education department processes

Other

- Attend medical education conferences to present College's products and build relationships with students, residents, family physicians and other key stakeholders
- Create external reports and resources to inform and support family medicine learners, preceptors, teachers, and educational leaders

- Provide functional advice and support to other departments on their related areas of work
- Prepare project updates and reports to various stakeholder groups, the Board of Directors, Executive, retreats, conferences, etc.
- Produce internal reports, communications, briefing notes, backgrounders, agenda development and meeting minutes

Related duties:

- Ensure effective and professional communications with all internal/external contacts
- Develop and maintain collaborative relationships at all levels of the organization
- Work in accordance with all CFPC policies, procedures and processes, and all applicable legislation
- Work in accordance with all health and safety requirements
- Demonstrate behaviours aligned with the CFPC Values
- Demonstrate competencies aligned with the CFPC Competency Framework
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC
- Participate on special projects as required
- Participate on internal staff committees or working groups as required
- Assist with the onboarding of new team members as required
- Support the team and collaborate with colleagues to ensure department needs are met including absence coverage and cross-training as required

Requirements:

- Bachelor's degree minimum, Master's degree preferred
- Project Management certificate or equivalent experience
- Minimum 5years' professional experience in a similar role, preferably in the medical education or health care sectors
- Demonstrated skills and experience with project management methodology and practices including timeline development, budget monitoring and scope definition
- Demonstrated abilities to use virtual tools and new technologies to enhance member engagement
- Proven experience with preparing documents and report writing
- Strong presentation skills
- Ability to work well under pressure and adapt well to changing priorities
- Proven ability to effectively prioritize multiple tasks, assignments, and accountabilities; deadline-driven
- Solid minute-taking skills and experience
- Detail-oriented with an eye for accuracy
- Ability to exercise judgement and discretion in sensitive matters
- Advanced computer skills in Microsoft Office; experience with SharePoint and wiki platforms an asset
- Verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English; French is an asset

Working Conditions:

- Open concept office environment
- 8:00 a.m. – 4:00 p.m. or 8:30 a.m. – 4:30 p.m. or 9:00 a.m. – 5:00 p.m. Monday to Friday
- Some flexibility to work occasional evenings and weekends for committee meetings

Some travel within Canada or internationally may be required to support national and provincial conferences.

If you share our passion, and are committed to living our CFPC Values

please submit a cover letter and your résumé referencing the posting# 2021-51 to: careers@cfpc.ca by September 30, 2021

Important Note: On April 9, 2021, our Executive Team approved our interim relocation guidelines and advised that while we are in Phase 1 of our Return to Office pandemic plan, all employees will continue to work remotely. We are in the process of examining our future New Way of Working model, including the possibility of a fully remote or hybrid remote workplace. Until that decision has been made, and otherwise communicated, our head office continues to be 2630 Skymark Avenue in Mississauga, Ontario. Except for identified senior-level positions, all new employees and internal employees who apply for new positions will be expected to commute to our office in Mississauga at their own expense if required to do so.

The CFPC is committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, The CFPC encourages applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. If selected to participate in the recruitment and selection process, please inform Human Resources of any accommodation(s) that you may require to ensure your equal participation.

We thank all those who apply but only those selected for further consideration will be contacted.

**Full-Time Equivalent*

